

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Educational Specialist (PT<20 hrs/wk)

Revision Date: 06/12

EEO Category: Admin. Support

Status: Non-exempt

Control No: 55463

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief and general supervision of the Fire and Life Safety Battalion Chief, provides the City with prevention and mitigation of emergencies and disaster, through proper planning, public education, code enforcement and community service educational programs.

III. Essential Duties:

- Conduct demonstrations and classes for schools and community.
- Assist with the planning of fire prevention programs and public safety activities for special events.
- Instruct CPR/AED Programs.
- Conduct educational and training programs for citizens and firefighters.
- Instruct Citizen Emergency Response Team (CERT) classes.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.
- Perform pick-up and deliveries of supplies to fire stations as needed.

IV. Marginal Duties:

- Maintenance of educational aids, equipment and classroom area.
- May perform emergency support functions as required or requested by the incident commander.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a high school diploma or equivalent.

Experience: No previous experience is required.

Licenses/Certifications: Requires a valid Utah Driver's License. The following certifications are preferred: CERT Instructor and CPR/AED Instructor.

Knowledge of: Teaching techniques, educational programs, basic learning characteristics of school aged children, adults and senior adults; developing curriculum; familiarity with public fire and life safety issues, emergency medical and fire service operations.

Responsibility for: Making decisions and using good judgment; writing educational programs for use in fire stations and schools in the areas of fire prevention, life safety, citizen response and medical and personal safety; demonstrating the values of the City and Fire Department.

Communication Skills: Ability to speak professionally before small and large groups; frequent contact with all types of people requiring judgment to deal with and influence people; frequent contact with fire personnel and citizens; must be able to communicate effectively using verbal, written and listening skills.

Tool, Machine, Equipment Operation: Working knowledge and use of telephone, fax machine, copier and personal computer; proficiency in computer software such as PowerPoint presentations, WordPerfect and Excel; use of projection systems, manikins, AED defibrillators, a variety of props and various other training tools and equipment.

Analytical Ability: Communicate effectively verbally and in writing; implement programs; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; organize time; and meet deadlines.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; frequent sitting or standing for long periods of time; some lifting, bending and carrying of items under 50 pounds is required.

Work Environment: Generally comfortable working conditions; some stress resulting from ongoing deadlines and interaction with community groups, individuals, department and division heads and fire department teams and members; the noise level in the work environment is usually minimal; evening and weekend work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____